

What to Do When You Receive a Statement for a Special Dietary Need Request

Is the statement completed and signed by a State Licensed Healthcare Professional?

WI State licensed healthcare professionals authorized to write medical prescriptions are Physician, Physician Assistant, and Nurse Practitioner (APNP)

Yes

No
Go to page 2

Does the statement contain **all** of the following?

1. Description of physical or mental impairment (reason for request)
2. How to accommodate the impairment (e.g. food(s) to be avoided and recommended substitution(s))

Yes

No

The participant is considered to have a **disability**.
Your program must offer a reasonable modification to accommodate the disability.

Contact family to get a complete medical statement from the state licensed healthcare professional that specifies:

1. The physical or mental impairment (reason for the request)

AND

2. Foods to be avoided and/or foods to serve so a proper and safe meal can be provided

When a physical or mental impairment is not provided, i.e. the statement is in support of a family preference not a disability; it is not valid for a disability.

For these requests, you must follow Requirements for **Accommodating a Participant with a Non-Disability Special Dietary Need** (go to page 2).

Work with the family to determine an appropriate modification, based off information from the medical statement. Families may accept the modification or choose to decline and provide their own. Families cannot be required to provide the modification.

Yes

A complete statement has been obtained.

Meal(s) do not have to meet meal pattern requirements (ex, non-creditable foods can be served)

Meals can be claimed as long as the program is providing at least one component

All participants with meal accommodations must have a completed [Special Dietary Needs Tracking Form](#) on file

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